

About Us

As steward of the *Canadian Strategy for Cancer Control* (the Strategy), the Canadian Partnership Against Cancer (the Partnership) receives ongoing funding from Health Canada to work with provincial and territorial ministries of health and their cancer programs, health system leaders and clinicians, and people affected by cancer across Canada to implement the Strategy to improve cancer outcomes for all people in Canada. Learn more at www.partnershipagainstcancer.ca.

Analyst, Partner Services (LEVEL 6)

Division Overview

The Finance and Corporate Services Division leads all services to secure a sound financial, project management and information technology platform and ensure that the organization has the technical, operational, infrastructure, and change management capabilities necessary to achieve the maximum impact for its mandate and budget. The team works alongside all divisions in managing financial and project aspects of programs and initiatives that aim to deliver on the priorities of the [2019-2029 Canadian Strategy for Cancer Control](#).

Overview of Role

The *Analyst, Partner Services* supports the Finance & Corporate Services Division in carrying out projects and initiatives to achieve organizational priorities. Reporting to the Manager, Finance & Partner Funding, the incumbent coordinates and provides support to deliver on program/project objectives. As a highly organized professional with strong time management skills, this position delivers on the tasks of the job while contributing to CPAC's overall vision to reduce the burden of cancer on all Canadians.

Core Responsibilities & Activities

Program Specific Accountabilities

- Leads the Partner Funding Process –recommends funding strategies and process for initiatives and provides support throughout the lifetime of the agreement, as necessary.
- Oversees the development of Partner Funding Agreements, including amendments, in collaboration with project managers, financial analysts and program teams.
- Identifies Data Sharing Agreements and Intellectual Property requirements and escalates to Manager as required.
- Collates and analyzes data as required, such as preparation of key activity statistics and liaise with relevant internal stakeholders to develop reports or to validate and understand the data, (e.g. analysis on partner funding and outstanding commitments).
- Maintains up-to-date documentation, including developing tools and templates related to the Partner Funding Process.

- Keeps track of administrative aspect for Partner Funding Process, including input of all partners related information into Agresso (ERP) and work with the program team and the Delivery Manager to determine approvals and to develop the necessary paperwork required.
- Leads and advises partner funding planning for all divisions, maintains compliance with policies & procedures and recommends alternative and innovative approaches if necessary.
- Collaborates with program teams to incorporate feedback from stakeholder consultations into proposal requirements; oversee the review process of partner proposals to ensure compliance with requirements
- Liaises between internal program teams and external partners throughout the decision-making process as part of the Partner Funding Process and work with them to manage partner debriefs and facilitates agreement development to ensure agreements developed support the Partnership's interests and are aligned with policies.
- Follows up with internal and external stakeholders to identify improvement areas internally to resolve issues and implement solutions.
- Leads the development and implementation of training on the Partner Funding Process to Partnership staff, maintaining relevant training materials as required.
- Creates and maintains standard partner funding reports for all areas of the organization.
- Participates in regular project meetings and raises partner agreement issues as appropriate.
- Assists Manager with preparation of quarterly and year-end reporting including notes on ongoing partner funding commitments and participates in quarterly program status review meetings and raises partner funding issues as appropriate.

General Accountabilities

- Prepares and presents content and/or represents the Partner and Vendors Services team at meetings, both internal and external, and other forums as directed.
- Assists the Manager with other duties and ad hoc projects as required.

Competencies

The Partnership has core competencies which describe the behaviours we expect to be exhibited by staff. While the role overview and accountabilities describe *what* the successful incumbent will do, the competencies describe *how* we expect them to do it. The competencies are a key element to how the Partnership measures performance. There are five universal competencies which need to be exhibited by all staff.

Universal Competencies

- **Inclusion**- Contributes to a work environment where all people feel safe, have a sense of belonging, feel valued for their differences, and are empowered to participate and contribute freely.
- **Collaboration and Teamwork**- Works well with others both internally and externally to achieve individual goals, team goals, and/or organizational goals. Understands that a combined effort leads to greater results than those achieved by individuals.
- **Organizational Awareness**- Contributes by aligning actions with the organization's goals, core functions, needs, and values. Understands how the organization functions internally and externally in the broader system.

- **Design-Thinking-** Designs solutions with the end user in mind. Clearly defines problems in order to address the real needs. Adopts an iterative approach to designing solutions, integrating ideas or feedback generated at various stages.

Experience and Qualifications

- University Undergraduate Degree in business administration, or other relevant discipline, or an acceptable combination of education and experience.
- Minimum 5 years' experience, preferably in the non-profit or healthcare sector.
- Education or experience with First Nations, Inuit and Métis is an asset.
- Proficient in Microsoft 365 (Outlook, Word, Excel, PowerPoint, SharePoint, Teams, OneDrive).
- Proficiency in Records Management (CRM), Click Dimensions, Adobe Acrobat Pro, or Crestron is an asset.
- Bilingual in both English and French is an asset.